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17 MAY 1966

MEMORANDUM FOR: Special Planning Assistant to the
Deputy Director for Support

SUBJECT : Responses to Items Contained in the
Program Call Hearing

REFERENCE : Memorandum For The Record fr SPA/DGS dtd 30 Mar 66,
Subject: Minutes of Program Call Hearing,
Office of Personnel, 24 March 1966

We have examined the items in the reference that are pertinent to the Office of Personnel. The responses are as follows:

1. Examine the feasibility of EOD processing at Rosslyn.
Response: The eventual opening of a medical facility in Rosslyn that will handle pre-employment physicals makes it practical for us to consider the possibility of the majority of our pre-employment and EOD processing at Rosslyn. The clerical employees will be processed in Rosslyn as soon as the Clerical Staffing Branch is moved from 16th Street to Rosslyn this summer. In the case of professional employee processing, further study will be required before we can determine whether any other phase of pre-EOD processing can be handled in a more efficient manner in Rosslyn than at Headquarters.

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3. Explore ways and means of improving its public image in correspondence practices.


Response: We are continuously striving to improve the quality of our correspondence as well as striving to reduce the time it takes us to respond to applicants and others. In order to further improve our correspondence to applicants, we are planning on assigning a senior Placement Officer (GS-13) to supervise the processing of all incoming mail. Because of his experience, we anticipate that we will be able to supervise the handling of this correspondence in a more responsive manner than before and handle it on a more timely basis.



Executive Officer
Office of Personnel

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